



STEP-BY-STEP GUIDE TO ON LINE REGISTRATION FOR THE CONNECTICUT REGIONAL SCHOLASTIC ART AWARDS

This is a guide is designed to help teachers register themselves, their students and accompanying works in the online registration system (ORS):

- The information bulleted below in numbers is information you need to have on hand or open on your computer when completing the registration process.
- It will be easier and more reliable for you to register your students as opposed to having them do it on their own.
- You may complete the online registration/submission process in stages and save your work as you go or do it all at once. - Unless you're running up against the submission deadline, it is recommended to complete it all at once, after the students have finished their work, so that you have all of the information you need in front of you.
- You will need to upload either one or multiple images of your student's(s) artwork depending upon the category.
- Use your most frequently checked e-mail address for communication.
- All artwork **MUST** be available for exhibition if you submit to the Awards. Do not sell, give, or send the artwork to any organization or person if it is being submitted to the Scholastic Art Awards.

It seems daunting at first, but after the first one, it proceeds fairly quickly.

***2018 Registration Deadline December 11, 2017 11:59 pm
Invoices, Payment, and Signed Submission Forms
are Due to be RECEIVED by December 15, 2017***

To complete the online registration/submission process, begin by visiting: <http://www.artandwriting.org/>

2018 FEE STRUCTURE:

Schools, Home School, Out of School Program, and Independent

EACH TEACHER MAY ONLY SIGN 5 INDIVIDUAL CATEGORY SUBMISSION FORMS.

The \$100 Registration includes: 5 art teachers per school with 5 Individual Category Submissions each.

For more than five participating teachers, there us a fee of \$20 per teacher.

Each senior may submit up to 2 Portfolio Submissions. (Limit 12)

There is a \$20 submission fee per portfolio.

***Mail Invoice, Payment, and Signed Submission Forms together
Andrea Haas, 2842 Main St., Unit PMB 160, Glastonbury, C 06033
Must Be Received By December 18, 2016***

Read Directions Carefully – There are Changes for 2018

TEACHER REGISTRATION:

- **All Teachers must register every year even if you have registered in the past.** You must have a teacher account in order to receive communication from the Alliance for Young Artists and Writers and the CT Regional Scholastic Art Awards. Without a teacher account you will not be notified of the status of your students' submissions.

Scholastic Art & Writing Awards
2015 Online Registration System

Create an Educator Account

Email & Password
Emails are case sensitive. Passwords should be at least six characters long, and no special characters.

EMAIL: CONFIRM EMAIL:
 PASSWORD: CONFIRM PASSWORD:

Your Information

PREFIX: COUNTRY:

FIRST NAME: LAST NAME:
 PHONE: FAX:

School Information

I AM A HOME SCHOOL EDUCATOR

SCHOOL NAME: FIND SCHOOL:
 411 Woodside Hill Road, Wethersfield, CT 06109
 OTHER EDUCATIONAL PROGRAM NAME: FIND OTHER EDUCATIONAL PROGRAM:

TIP: Can't find your school? Try typing your school's zip code in the search field, instead of the name.

Security Question

PICK A QUESTION:

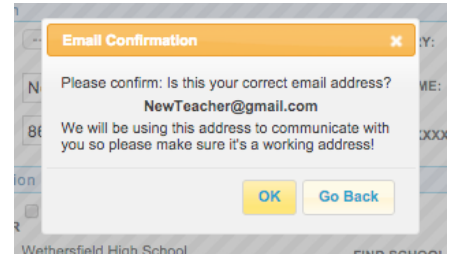
CUSTOM QUESTION:

ANSWER (50 CHAR. OR LESS):

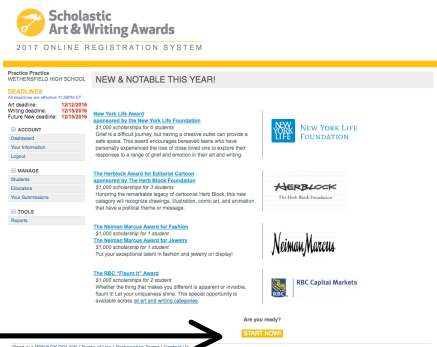
I CONFIRM THAT ALL INFORMATION SUBMITTED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND UNDERSTANDING THAT SUBMITTING FALSE INFORMATION CAN RESULT IN DISQUALIFICATION AND OTHER CONSEQUENCES.

- Click on **Create an Educator Account** and fill in all the information. Emails are case sensitive. **Passwords should be at least eight characters long, with one uppercase letter, one lowercase letter, on number, and one special character.**

- Confirm that your email address is correct. Your email is how ORS identifies your account so please make sure that it correct. If your email is not correct you will not receive any program notifications.



- Once you have entered and confirmed your teacher information (email, password, school name, your name, phone), click on "Submit" ORS will then bring you to the start page. Click **Start Now!** at the bottom of the page.



Scholastic Art & Writing Awards
2017 ONLINE REGISTRATION SYSTEM

Practice Practice WETHERSFIELD HIGH SCHOOL

Welcome to Your Dashboard, Practice

DEADLINES
 Art deadline: 12/12/2016
 Writing deadline: 12/19/2016
 Future New deadline: 12/19/2016

ACCOUNT
 Dashboard
 Your Information
 Logout

MANAGE
 Students
 Educators
 Your Submissions

TOOLS
 Reports

Students

	WITH WORKS	ACTIVE STUDENTS	NO WORKS	PENDING REQUESTS
	0	0	0	0

Entries

Summary of entries (in progress or complete) for which you have been identified as an educator.

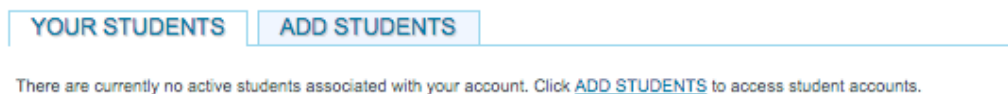
	ART	WRITING	TOTAL	ART	WRITING	FUTURE NEW
	0	0	0	0	0	0

Read our [PRIVACY POLICY](#) | [Terms of Use](#) | [Participation Terms](#) | [Contact Us](#)

- This will bring you to your Dashboard where you will see the number of active students and artwork from your school.

STUDENT/ARTWORK REGISTRATION:

- Students can register themselves and create their own account however **it is recommended that as the teacher you create the account for your student and/or assist them while they are creating their account.**
- To register students click on STUDENTS on the left hand side of your screen.
 - You will see a tab for “Your Students” and a tab to “Add Students”. The “Your Students” list will populate once your students are registered and they have indicated that you are their teacher. — To add or activate students Click “Add Students”



Step 1: Adding and Activating Students:

Under the “Add Students” tab you will see a list of the students from your school. They will be marked either “Inactive” or “Active”.

Scholastic Art & Writing Awards
2015 Online Registration System

New Teacher
Wetherfield High School

YOUR STUDENTS | **ADD STUDENTS**

1) Find Students In Your School or Program

Search the list of existing student accounts associated with your school or Other Educational Program.

• If the student has logged into ORS this season, they are considered to be "Active". In this case, click the "Send Request" button to ask them to add you as an administrator to their account. Make sure to let your student know that you have made this request.

• If the student has not logged in this season (ie. "Inactive"), you can obtain administrator rights by clicking "Administer Account." You will be required to provide the email address that the student used to log in as verification.

NAME (GRADE)	EMAIL	STATUS	ACCESS STATUS	ACTIONS
Adamowicz, Brandon (...)	...	Inactive		ADMINISTER ACCOUNT
Albrecht, Natalie (...)	...	Inactive		ADMINISTER ACCOUNT
Alraj, Ahv (...)	...	Inactive		ADMINISTER ACCOUNT
Allen, Kady (...)	...	Inactive		ADMINISTER ACCOUNT
Beers, Stephanie (...)	...	Inactive		ADMINISTER ACCOUNT
Bobadilla, Rachel (...)	...	Inactive		ADMINISTER ACCOUNT
Borfiglio, Samantha (...)	...	Inactive		ADMINISTER ACCOUNT

2) Search for Your Student

If you did not find your student in the list in Step 1, try to search for them by name or email using this form. Once you have located the student follow the procedures outlined in Step 1 to request administrator access or activate the account.

FIRST NAME:

LAST NAME:

EMAIL:

FIND STUDENTS

3) Create a New Account

If you still cannot find your student, you can create a new student account. You will need to know your student's email address and contact information.

CREATE A NEW STUDENT ACCOUNT

- If the student has not logged in this year (ie. "Inactive"), you can obtain administrator rights by clicking "Administer Account." You will be required to provide the email address that the student used to log in as verification.
- If the student has logged into ORS or created their account on their own this year, they are considered to be "Active". In this case, click the "Send Request" button to ask them to add you as an administrator to their account. Make sure to let your student know that you have made this request. The student will need to log into their account and accept your request.
- You can also search for your student by Name and Email.
- If you cannot find your student or it is a new student you can create a new student account. If you are making a new account for a student because they have an inactive account and you don't have their email, you need to use a different student email than they used in the past because ORS uses email as the account identifier.
- Click on “Create New Student Account” button.

➤ **Creating a New Student Account:**

On the “Create a New Student Account”, you will need to enter the following information about the student, so be prepared to have it on hand:

YOUR STUDENTS | **ADD STUDENTS**

Create a New Student Account

Student Information

FIRST NAME: LAST NAME:

STREET ADDRESS: APT #:

CITY: STATE:

ZIP CODE: COUNTRY:

PHONE NUMBER: CELL PHONE:

DATE OF BIRTH: I'M PLANNING TO SUBMIT:

Grade:

School

HOME SCHOoled:

SCHOOL NAME: FIND SCHOOL:

OTHER EDUCATIONAL PROGRAM NAME:

Student Email & Password

Passwords are case sensitive. They should be at least six characters long and contain no special characters.

EMAIL: CONFIRM EMAIL:

PASSWORD: CONFIRM PASSWORD:

Parent/Guardian Information

FIRST NAME: LAST NAME:

EMAIL: CELL PHONE:

What do your parents or guardians do for a living?

GUARDIAN 1: GUARDIAN 2:

Demographic Information

Demographic information may be used to determine the assignment of scholarships.

GENDER: ETHNICITY:

HOUSEHOLD SIZE:

MILITARY CONNECTION:

SUBMIT

- Student's Name
- Student's Address
- Student's Phone
- Student's Date of Birth
- Student's Grade Level
- Art or Writing
- Student's School
- Student's Email
- Student's Password (you may create a standard one for all students or have each student create their own)
- Parent's Name
- Parent's Email
- Demographic Information (all optional, you must choose at least no answer)
- Hit Submit. You are now ready to add a work for this student.

Note: You can probably get away with using the school's address/phone as a substitution on this page if you need to, but the system relies on the student email field as a "unique identifier." As such, different students cannot share the same email. If the student doesn't have an email, try to obtain the parent's email address and use that instead or see if I can have the student obtain an email address from one of several free providers (e.g. gmail, hotmail, etc.). If that isn't possible, as a last resort, make one up so the info will be accepted. **Whenever possible try to use accurate information.** ORS uses email as the account identifier.

Step 2: Register Individual Category Artwork for Grades 7-11:

Scholastic Art & Writing Awards 2015 Online Registration System

DEADLINES
 All deadlines are effective 11:59PM ET
 Art deadline: 12/14/2015
 Writing deadline: 12/15/2015
 Future New deadline: 12/16/2015
 What's a Tabula Nova?

ACCOUNT
 Dashboard
 Your Information
 Logout

MANAGE
 Students
 Educators
 Your Submissions

TOOLS
 Reports

RESOURCES
 New This Year
 Regional Guidelines & Deadlines
 FAQ
 Categories
 Email Support

Scholastic Art & Writing Awards
 Schola...
 Like Page
 Be the first of your friends to like this.

Student Profile created

INFO UPLOAD PRINT FORMS

Student Information

SELECTED STUDENT: Student, Billy
 GRADE: 11
 SCHOOL: Wethersfield High School
 411 Woodrow Wilson Road, Wethersfield, CT 06109

School Information

Wethersfield High School
 411 Woodrow Wilson Road
 Wethersfield, CT 06109

Educator Information

1. The educators listed below are already registered and associated with the school and/or other educational program that is checked above.
 2. Don't see your educator? Follow the [Add A New Educator] link below to add them!
 3. You can credit up to three educators for this work. One of these educators must sign the Submission Form.

Work Information

WORK TYPE: Art
 CATEGORY: Painting

Category Description
 Art created by applying pigment to a two-dimensional surface.
 Examples (including but not limited to):
 Oil, acrylic, watercolor, gouache, tempera, ink, encaustic, fresco, spray paint, etc. applied on canvas, canvas board, paper or any flat surface.

Special Instructions
 Paintings created from published photographs, the internet, or existing works should not be submitted and will be disqualified. Please refer to the copyright and plagiarism guide for more detailed information.

Submissions
 You can upload one image for each Painting submission.
 Click here to see examples of previous winners in this category.
 (This will open in a new tab)

Title
 Painting

Dimensions (H x W)
 2 in. x 3 in.
 Please enter whole numbers only (round up).

MATERIALS AND TOOLS
 (What materials & tools did you use to create this work?)
 (Spray Paint *)
 Click here to add more...

OTHER
 Copying work from another person without permission is a serious offense – please review our Copyright and Plagiarism Policy before submitting.

What sources did you use to create your work? Check all that apply.

My own observations, ideas, and imagination.
 Images or writing from the internet.
 Images or writing found in books, magazines, newspapers or other print sources.
 Images or writing from another person.
 Other.

List any website or published sources here as well as any other information you think we should know about your work sources. If you used external images as inspiration, please include the URL, here:

Additional Opportunities

Every year the Alliance recognizes outstanding works that meet a specific set of criteria. You can nominate your work for consideration below—please read the criteria carefully before nominating your work.

Note that these additional opportunities for recognition are for individual works only; portfolios are not eligible to receive these awards.

1. Creativity & Citizenship

Michael Brown and Eric Garner. Baltimore and Charleston. The United States has seen a year of violence and heartbreak, of anger and activism, of protest and politics. A national conversation has arisen around the impact of slavery and discrimination, the quest for equity in our institutions and laws, and the responsibilities we have to one another.

The National Constitution Center and the Scholastic Art & Writing Awards encourage young artists and writers to create work that adds their unique voices to this important conversation. The 2015 Creativity & Citizenship Award will be given to three outstanding works of art and/or writing that explore the theme of Race in America.

YES, MY WORK DEALS WITH THE THEME OF RACE IN AMERICA. PLEASE CONSIDER MY WORK FOR THE 2015 CREATIVITY & CITIZENSHIP AWARD.

2. Gedenk Award for Tolerance

The Jewish Holocaust began with commonplace acts – simple forms of intolerance, prejudice, and bigotry between neighbors – that many of us are used to seeing and ignoring every day. Over time, however, these unchecked acts became something larger, and ultimately more destructive, eventually resulting in the systematic murder of 6 million Jews and destruction across Europe.

Gedenk Award for Tolerance, sponsored by the Gedenk Movement, asks us to consider what we can all learn from humanity's mistakes. Through this special award, Gedenk asks students to create original works of art and writing and consider their own role in cultivating tolerance. The work should reflect upon the lessons learned from the Holocaust and other genocides, and attempt to raise awareness of the importance of increasing tolerance to safer and a peaceful society.

YES, MY WORK DEALS WITH CULTIVATING TOLERANCE. PLEASE CONSIDER MY WORK FOR THE GEDENK AWARD FOR TOLERANCE.

3. The RBC Flaunt It Award

The Don't Hide It, Flaunt It (DHIFI) movement celebrates a world of difference, working to advance understanding, tolerance and mutual respect for people's differences. DHIFI encourages people who possess any type of difference, whether visible or invisible, to flaunt and vibrantly celebrate what makes them unique.

The Royal Bank of Canada and the Scholastic Art & Writing Awards are proud to announce the inaugural The RBC Flaunt It Award to recognize the creative work of teens who are learning to understand themselves, embrace their differences, and develop confidence in their uniqueness. The 2016 RBC Flaunt It Award will be given to one outstanding work of art and one outstanding work of writing that explore the theme: "Things that make us different, make me, me."

YES, MY WORK DEALS WITH THE DON'T HIDE IT, FLAUNT IT THEME. PLEASE CONSIDER MY WORK FOR THE RBC FLAUNT IT AWARD.

Authorship and Plagiarism Policy

I have read and understand the Alliance's Authorship and Plagiarism Policy. I understand that if my work violates this policy, then my work will be disqualified and any award received will be revoked.

SAVE SAVE AND CONTINUE TO UPLOAD WORK CANCEL

- The student's information should be visible on this page.
- Check the name of the school where the work was created if it isn't already checked.
- Click on the primary teacher that corresponds with the creation of this artwork (***This teacher must sign the entry form***). If you do not find the correct teacher's name then click on "Add a New Educator". You will be asked for the teacher's name, email and to check the box with the school name. It is important to make sure the teacher's email is correct (including spelling) or the teacher will not receive the request.
- Complete the information about the work being submitted under the "Work Information" heading. In your case, select "Art" from the pull-down menu. **Make sure to have information about the piece available to fill in.**
- Work Type (pull-down menu click art)
- Category (pull-down menu, e.g., ceramics, drawing, printmaking, painting, etc.) – See description
- Title of work (*Please do not use "Untitled". If the piece does not have a unique title use something descriptive, e.g. "Still Life with Orange".*)
- Dimensions (add weight too where necessary)
- Media/materials (Choose from list)
- Work Sources. (List all work sources if they are not "My own observations, ideas, and imagination".)
- Read Additional Opportunities and decide if the artwork is eligible for these programs. (If you click yes to any of the Additional Opportunities then you will be asked to describe how your artwork fits in with the opportunity's criteria.)
- Click that you have read the "Authorship and Plagiarism Policy".
- Click either "Save" to Upload work later or "Save and Continue to Upload Work".
- If you click "Save" you will be taken back to the Dashboard and you will be able to see your students.
- If you click "Save and Continue to Upload Work" you will be directed to upload image(s) of the student work.

Scholastic Art & Writing Awards 2015 Online Registration System

INFO UPLOAD PRINT FORMS

Work Information

WORK TYPE: Art
 CATEGORY: Painting

Category Description
 Art created by applying pigment to a two-dimensional surface.
 Examples (including but not limited to):
 Oil, acrylic, watercolor, gouache, tempera, ink, encaustic, fresco, spray paint, etc. applied on canvas, canvas board, paper or any flat surface.

Special Instructions
 Paintings created from published photographs, the internet, or existing works should not be submitted and will be disqualified. Please refer to the copyright and plagiarism guide for more detailed information.

Submissions
 You can upload one image for each Painting submission.
 Click here to see examples of previous winners in this category.
 (This will open in a new tab)

Title
 Painting

Dimensions (H x W)
 2 in. x 3 in.
 Please enter whole numbers only (round up).

MATERIALS AND TOOLS
 (What materials & tools did you use to create this work?)
 (Spray Paint *)
 Click here to add more...

OTHER
 Copying work from another person without permission is a serious offense – please review our Copyright and Plagiarism Policy before submitting.

What sources did you use to create your work? Check all that apply.

My own observations, ideas, and imagination.
 Images or writing from the internet.
 Images or writing found in books, magazines, newspapers or other print sources.
 Images or writing from another person.
 Other.

List any website or published sources here as well as any other information you think we should know about your work sources. If you used external images as inspiration, please include the URL, here:

Additional Opportunities

Every year the Alliance recognizes outstanding works that meet a specific set of criteria. You can nominate your work for consideration below—please read the criteria carefully before nominating your work.

Note that these additional opportunities for recognition are for individual works only; portfolios are not eligible to receive these awards.

1. Creativity & Citizenship

Michael Brown and Eric Garner. Baltimore and Charleston. The United States has seen a year of violence and heartbreak, of anger and activism, of protest and politics. A national conversation has arisen around the impact of slavery and discrimination, the quest for equity in our institutions and laws, and the responsibilities we have to one another.

The National Constitution Center and the Scholastic Art & Writing Awards encourage young artists and writers to create work that adds their unique voices to this important conversation. The 2015 Creativity & Citizenship Award will be given to three outstanding works of art and/or writing that explore the theme of Race in America.

YES, MY WORK DEALS WITH THE THEME OF RACE IN AMERICA. PLEASE CONSIDER MY WORK FOR THE 2015 CREATIVITY & CITIZENSHIP AWARD.

2. Gedenk Award for Tolerance

The Jewish Holocaust began with commonplace acts – simple forms of intolerance, prejudice, and bigotry between neighbors – that many of us are used to seeing and ignoring every day. Over time, however, these unchecked acts became something larger, and ultimately more destructive, eventually resulting in the systematic murder of 6 million Jews and destruction across Europe.

Gedenk Award for Tolerance, sponsored by the Gedenk Movement, asks us to consider what we can all learn from humanity's mistakes. Through this special award, Gedenk asks students to create original works of art and writing and consider their own role in cultivating tolerance. The work should reflect upon the lessons learned from the Holocaust and other genocides, and attempt to raise awareness of the importance of increasing tolerance to safer and a peaceful society.

YES, MY WORK DEALS WITH CULTIVATING TOLERANCE. PLEASE CONSIDER MY WORK FOR THE GEDENK AWARD FOR TOLERANCE.

3. The RBC Flaunt It Award

The Don't Hide It, Flaunt It (DHIFI) movement celebrates a world of difference, working to advance understanding, tolerance and mutual respect for people's differences. DHIFI encourages people who possess any type of difference, whether visible or invisible, to flaunt and vibrantly celebrate what makes them unique.

The Royal Bank of Canada and the Scholastic Art & Writing Awards are proud to announce the inaugural The RBC Flaunt It Award to recognize the creative work of teens who are learning to understand themselves, embrace their differences, and develop confidence in their uniqueness. The 2016 RBC Flaunt It Award will be given to one outstanding work of art and one outstanding work of writing that explore the theme: "Things that make us different, make me, me."

YES, MY WORK DEALS WITH THE DON'T HIDE IT, FLAUNT IT THEME. PLEASE CONSIDER MY WORK FOR THE RBC FLAUNT IT AWARD.

Authorship and Plagiarism Policy

I have read and understand the Alliance's Authorship and Plagiarism Policy. I understand that if my work violates this policy, then my work will be disqualified and any award received will be revoked.

SAVE SAVE AND CONTINUE TO UPLOAD WORK CANCEL

Scholastic Art & Writing Awards 2015 Online Registration System

YOUR STUDENTS ADD STUDENTS

This is an administrator for the student accounts listed below. You can add these students through the submission process.

ADD STUDENTS TO EXISTING STUDENT ACCOUNTS

Wethersfield High School

NAME	STUDENT	EMAIL	SUBMISSIONS	ACTIONS
Student, Billy	11060000000000000000	bill@wethersfield.edu	0	ADD STUDENT TO EXISTING STUDENT ACCOUNT

ADD STUDENTS TO EXISTING STUDENT ACCOUNTS

Step 2A: Upload Individual Category Artwork for Grades 7-11:



Scholastic Art & Writing Awards
2015 Online Registration System

New Teacher
Wethersfield High School

Work has been created

Step 1 / 3 INFO Step 2 / 3 **UPLOAD** Step 3 / 3 PRINT FORMS

DEADLINES
All deadlines are effective 11:59PM ET
Art deadline: 12/14/2015
Writing deadline: 12/16/2015
Future New deadline: 12/16/2015
What is "Future New"?

ACCOUNT
Dashboard
Your Information
Logout

MANAGE
Students
Educators
Your Submissions

TOOLS
Reports

RESOURCES
New This Year
Regional Guidelines & Deadlines
FAQ
Categories
Email Support

Scholastic Art & Writing Awards

Like Page

Be the First of your Friends to like this.

Painting 11804101

NAME	Student, Billy	TITLE	Painting
E-MAIL	BillyStudent@gmail.com	BARCODE	11804101
PHONE	865-555-0000	TYPE	Art
AGE	16	CATEGORY	Painting
GRADE	11	EDUCATOR 1	New Teacher
SCHOOL	Wethersfield High School	EDUCATOR 2	
SCHOOL CITY	Wethersfield	EDUCATOR 3	
STATE	CT	DIMENSIONS	Width: 3 Height: 3
REGION	CT001A - Connecticut Art Region	MATERIALS	Spray Paint
AFFILIATE NAME	Connecticut Art Region	CREATED DATE:	9/16/2015 3:20:27 PM

For best results when uploading files, please make sure that you are running the latest versions of Microsoft Silverlight and Adobe Flash Player.
Click [HERE](#) for some tips on successful uploading!

Submissions:
You can upload one image for each Painting submission.

Read your guidelines carefully. Uploaded images must be at 300dpi/ppi for a print size of approximately 5x7 inches. If your images are not currently available, you can come back to complete your uploads later.

For PAINTING submissions you can upload 1 file(s)

Painting
File name: 1486424_imgp1362.jpg
File size: 3.11 MB
Height: 3165px Width: 4638px
Uploaded: 9/15/2015 3:28:38 PM ET
Print Size: Excellent
Download Original File

Rotate
90° 180° 270°
Flip horizontal
[X] Delete

← PREVIOUS STEP GO TO YOUR SUBMISSIONS

- Read the summary of your artwork registration carefully and make sure all of your information is correct.
- The image you submit should look exactly like the piece that you deliver to us. Please do not crop artwork.
- Scroll down to upload your image.

- **Read your guidelines carefully. There will be special directions on this page depending in what category you are submitting your work in. You will now need to upload one or more digital images of your artwork depending on the Category!**
- Artwork is submitted as a JPEG file. The images you upload must be at 300dpi/ppi for a print size of approximately 5x7 inches. If your images are not currently available, you can come back to complete your uploads later.
- For Film & Animation: your film should be in one of the following formats: .mp4, .mov, .wmv, .avi, .mpg, .mpeg. For

each Film & Animation submission, you must upload a five-minute-or-under version of your film. The file size limit for this upload is 350MB. In addition to the 5-minute or under version of the film, we also encourage you to upload the full-length version of your film. If your full film is under five minutes long, this optional upload does not apply to you: please do NOT upload a higher resolution of the same film.

- A thumbnail will appear below and you will receive a message that says Files were successfully uploaded. If the thumbnail does not appear, your image did not upload. Go back and check the file kind and size.
 - Make sure the Print Size is Excellent. It will be highlighted in green. If the print quality is “Good” or “Poor” change the file size and re-upload the image.

- Copy down the barcode number and/or print the page for your records.
- Click “Go To Your Submissions”.

Step 3: Register Portfolio and/or Individual Category Artwork for Grade 12:

- The student’s information should be visible on this page.
- Check the name of the school where the work was created if it isn’t already checked.
- Click on the primary teacher that corresponds with the creation of this artwork (***This teacher must sign the entry form***). If you do not find the correct teacher’s name then click on “Add a New Educator”. You will be asked for the teacher’s name, email and to check the box with the school name. It is important to make sure the teacher’s email is correct (including spelling) or the teacher will not receive the request.
- Complete the information about the work being submitted under the “Work Information” heading. In your case, select "Art" from the pull-down menu. **Make sure to have information about the piece available to fill in.**
- Work Type (pull-down menu click art)
- Category (pull-down menu, e.g., ceramics, drawing, printmaking, painting, etc.) – See description
- Title of work (*Please do not use “Untitled”. If the piece does not have a unique title use something descriptive, e.g. “Still Life w/ Orange”.*)
- Check the box if the work is **ONLY PART OF A POTFOLIO** – “By checking this box, you are indicating that you do not wish to submit this work as an individual submission, but only as part of a portfolio. A work that is included **ONLY** in a portfolio does not require its own Submission Form and fee, and will not be judged as an individual submission.” **Note:** that you will still need to create the portfolio and place this work into it. Any work that you wish to submit individually as well as in a portfolio requires an additional fee and Submission Form.) (*See the CT Fee Structure at www.caeartawards.net*)
- Dimensions (add weight too where necessary)
- Media/materials (Choose from list)
- Work Sources. (List all work sources if they are not "My own observations, ideas, and imagination".)
- Read Additional Opportunities and decide if the artwork is eligible for these programs. (If you click yes to any of the Additional Opportunities then you will be asked to describe how your artwork fits in with the opportunity’s criteria.)
- Click that you have read the “Authorship and Plagiarism Policy”.

- Click either “Save” to Upload work later or “Save and Continue to Upload Work”.
 - If you click “Save” you will be taken back to the Dashboard and you will be able to see your students.
 - If you click “Save and Continue to Upload Work” you will be directed to upload image(s) of the student work.

Step 3A: Upload Portfolio and /or Individual Category Artwork for Grade12:

- All Artwork must have one or more images uploaded
- Read the summary of your artwork registration carefully and make sure all of your information is correct.
- The image you submit should look exactly like the piece that you deliver to us. Please do not crop artwork.
- Scroll down to upload your image.

The screenshot shows the 'UPLOAD' step of the registration process. At the top, it says 'Work has been updated'. Below that, there are tabs for 'INFO', 'UPLOAD', and 'PRINT FORMS'. The main area displays the details for a submission titled 'new Painting 11804284'. The submission information includes: NAME: Student, Senior; E-MAIL: SeniorStudent@gmail.com; PHONE: 860-000-0000; AGE: 17; GRADE: 12; SCHOOL: Wethersfield High School; STATE: CT; REGION: CT001A - Connecticut Art Region; AFFILIATE NAME: Connecticut Art Region. The submission details include: TITLE: new Painting; BARCODE: 11804284; TYPE: Art; CATEGORY: Painting; EDUCATOR 1: New Teacher; EDUCATOR 2: ; EDUCATOR 3: ; DIMENSIONS: Width: 5, Height: 3; MATERIALS: Brass; CREATED DATE: 9/16/2015 11:59:22 PM. Below this, there is a message: 'For best results when uploading files, please make sure that you are running the latest versions of Microsoft Silverlight and Adobe Flash Player. Click HERE for some tips on successful uploading!'. There is also a 'Submissions' section stating 'You can upload one image for each Painting submission.' and 'Read your guidelines carefully: Uploaded images must be at 300dpi/ppi for a print size of approximately 5x7 inches. If your images are not currently available, you can come back to complete your uploads later.' At the bottom, there is a preview of the uploaded image, a 'Download Original File' link, and a 'GO TO YOUR SUBMISSIONS' button.

- **Read your guidelines carefully. There will be special directions on this page depending in what category you are submitting your work in. You will now need to upload one or more digital images of your artwork depending on the Category!**
- Artwork is submitted as a JPEG file. The images you upload must be at 300dpi/ppi for a print size of approximately 5x7 inches. If your images are not currently available, you can come back to complete your uploads later.
- For Film & Animation: your film should be in one of the following formats: .mp4, .mov, .wmv, .avi, .mpg, .mpeg. For each Film & Animation submission, you must upload a five-minute-or-under version of your film. The file size limit for this upload is 350MB. In addition to the 5-minute or under version of the film, we also encourage you to upload the full-length version of your film. If your full film is under five minutes long, this optional upload does not apply to you: please do NOT upload a higher resolution of the same film.

For each Film & Animation submission, you must upload a five-minute-or-under version of your film. The file size limit for this upload is 350MB. In addition to the 5-minute or under version of the film, we also encourage you to upload the full-length version of your film. If your full film is under five minutes long, this optional upload does not apply to you: please do NOT upload a higher resolution of the same film.

- A thumbnail will appear below and you will receive a message that says Files were successfully uploaded. If the thumbnail does not appear, your image did not upload. Go back and check the file kind and size.
 - Make sure the Print Size is Excellent. It will be highlighted in green. If the print quality is “Good” or “Poor” change the file size and re-upload the image.
- Copy down the barcode number and/or print the page for your records.
- Click “Go To Your Submissions”.

Step 3B: Creating A Portfolio:

The screenshot shows the 'Submission Summary: Practice Student' page. At the top, there are tabs for 'STUDENT ACTIONS', 'ADD WORK', 'ADD ART PORTFOLIO', and 'ADD WRITING PORTFOLIO'. Below that, there are sections for 'Portfolios' and 'Individual Works'. The 'Portfolios' section shows 'No Entries. 09/19/2016 15:11:50 ET'. The 'Individual Works' section shows a table with two entries:

Thumbnail	Title & Type	Status	Action
	Art Drawing and Illustration Barcode: 12212146	Uploaded	Edit View Form Download Submission Form Delete
	Dress Photography Barcode: 12212154	Uploaded	Edit View Form Download Submission Form Delete

Below the table, there is a section for 'Portfolio Only' showing 'No Entries. 09/19/2016 15:11:50 ET' and 'Number of works: 0'. At the bottom, there is a 'Privacy Policy' link.

- Click on “Students” in the left column if you are not already on that page. You will see all of the students from your school that are associated with you as a teacher.
- Click on “Submission Summary” for the student who needs to create a portfolio.
- On the Submission Summary Page you can see all of the artwork that students are submitting. The submissions are divided into “Individual Works” (*These are the works that were designated “As an individual submission and as part of a portfolio” when the work was registered*) or as “Portfolio Only”.
- Click on “Add Art Portfolio” in the blue rectangle at the top.

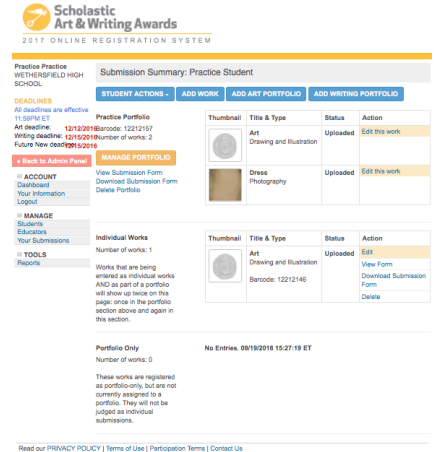
The screenshot shows the 'YOUR STUDENTS' page. At the top, there are tabs for 'YOUR STUDENTS' and 'ADD STUDENTS'. Below that, there is a section for 'Wethersfield High School' showing a list of students with columns for 'STUDENT', 'EMAIL', 'SUBMISSIONS', and 'ACTION'. The table has three rows of student information.

STUDENT	EMAIL	SUBMISSIONS	ACTION
Student, Billy Grade 11	Student@gmail.com	Individual: 1 Portfolio: 0 Writing Piece: 0	View Portfolio Add Submission
Student, Ben Grade 12	Student@gmail.com	Individual: 0 Portfolio: 0 Writing Piece: 0	View Portfolio Add Submission
Student, Senior Grade 12	SeniorStudent@gmail.com	Individual: 1 Portfolio: 0 Writing Piece: 0	View Portfolio Add Submission

Step 3B: Creating/Manage A Portfolio (Continued):



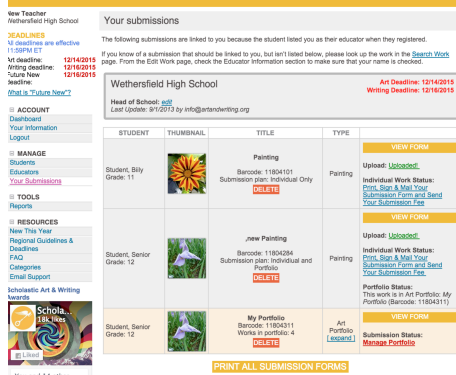
- On the “Manage My Art Portfolios” page the student’s artist statement will need to be pasted into the box.
- Drag and drop the thumbnail image of the uploaded work into the portfolio boxes. All portfolios will need to have 8 works.
- You will also need to choose the teacher. Your name should show up in the drop down menu.
- Click “Save and Close”



- On the “Submission Summary Page” you will now see your student’s portfolio listed a long with all of your individual category submissions.
- Once you have registered, uploaded, and populated your portfolio with all 8 works you can print you submission forms. (You do not need to upload all the images in order to print the submission form and have the student get it signed.)
- You can now manage the Portfolio as needed.

Step 4: Printing Submission Forms:

- On the “Your Submissions” page you will see all of your student’s submissions. The thumbnail of each work will be visible if it has been uploaded. From here you can print submission forms, and/or edit work.



- To Print Submission Forms:
 - View your Form as a pdf file and then print it by clicking on the “View Form” button in yellow on the right hand side of the page next to the corresponding work.
 - Click “Download Form” on the right hand side of the page next to the corresponding work.
 - Click “Print All Submission Forms” at the under all of your submissions. This will bring you to a list of all of your submissions and ask that you click on the box of the forms you wish to print. Those forms will then open in a pdf file.

IMPORTANT: You do not need to wait to print your submission forms until you have uploaded your image if time is a problem. You can print the submission forms, get signatures and then upload the image when the artwork is completed. Remember you must upload the image by the December 12, 2016 deadline and the submission form needs to be received by December 16, 2016.

Print 2 submission forms for each artwork and attach 1 signed submission form to the back of the artwork according to the directions in the CT Regional Guidelines. Teacher, student, and parent or guardian needs to sign all copies of the form!

and mail 1 copy of the signed form to
Andrea Haas, 2842 Main St., Unit PMB 160, Glastonbury, CT 06033
Must Be Received By December 15, 2017